



JOB ANNOUNCEMENT

POSITION: **Medical Unit Clerk**

OPENING DATE: **August 17, 2015**
CLOSING DATE: **August 28, 2015 @ 5:00 PM**
POST LOCATION: **COTONOU – Benin**
WORK HOURS : **Full Time - 40 hours/week**

The United States Peace Corps Benin is seeking an individual for the position of **Medical Unit Clerk**.

The Medical Unit Clerk (MUC) provides general services and administrative clerical support to Peace Corps Medical Officers (PCMO), the Medical Unit, the Infirmary, laboratory, and Medical Unit administrative office. The MUC will be responsible for tracking medical and financial information, coordinating use of Medical Unit resources, ensuring that the medical supplies inventories are up-to-date, and will assist with the upkeep and maintenance of medical records. The MUC is a multi-functional position requiring a high degree of energy, flexibility and management ability. The MUC must take initiative, be pro-active, efficient, organized, and possess a great attention to detail. The MUC will need an inborn sense of prioritization and can reasonably expect to work some evening, holiday and weekend hours. The MUC will reflect a positive and professional attitude at all times as a member of the PC Medical Unit and adhere to a strict code of confidentiality with regards to all medical information and activities within the medical office. The Medical Unit Clerk is authorized to operate PC vehicles to perform work within the scope of outlined duties and act as an Occasional Money Handler (OMH).

BASIC FUNCTION OF THE POSITION

- **Medical Unit Maintenance and Supply Inventory**
- **Medical Records Maintenance**
- **Other Duties as Needed**
- **Safety and Security**

Complete position description listing all duties and responsibilities is available at <http://goo.gl/UYolZ6> and also at the Peace Corps Office upon request.

QUALIFICATIONS REQUIRED:

Applicant must be a Beninese citizen, must not have been employed in intelligence-related activities, and must be able to submit application that clearly documents how s/he meets each of the following qualifications.

Applicant should have knowledge of Peace Corps practices, policies, and administrative operations. This will be tested in the interview.

- 1- Education:** University degree in English, secretary/office administration with advanced English skills, and/or medical office administration with advanced English skills.
- 2- Prior Work experience:** Minimum of two (2) years' work experience in medical office setting, pharmacy, infirmary, or other related work environment with frequent use of medical terminology.
- 3- Language and Communication proficiency:** Advanced proficiency in oral and written communication in both English (Minimum Level V) and French is required.
- 4- Other skills and ability:**
Good knowledge of Microsoft Office programs (Word, Power Point, Access, Outlook, and Excel), filing and office management procedures. Must be able to build and maintain good interpersonal relationships with colleagues, volunteers, and supervisors. Must be dynamic, innovative and be a problem solver. Have good organization and planning abilities, be a team worker with a high level of integrity and able to maintain confidentiality. Be able to work under pressure.

SECURITY REQUIREMENTS:

A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

TO APPLY:

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three (03) traceable references. Applications will only be accepted in English and via electronic mail at job@bj.peacecorps.gov by 5:00 PM on the closing date. Be sure to indicate '**PC MEDICAL UNIT CLERK**' in the subject title.

Only short listed candidates will be contacted. No telephone inquiries will be entertained. Written and oral communication, language, computer and other possible technical skills will be tested as part of the interview process.

APPLICATION MUST BE RECEIVED BY DEADLINE.
The United States Peace Corps is an Equal Opportunity Employer.